

ARNG ACTIVE GUARD/RESERVE VACANCY

STATE OF WYOMING MILITARY DEPARTMENT

Office of the Adjutant General
5500 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320

29 June 2006

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities are on the reverse side of this announcement.

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| Position Title: | Training NCO |
| Announcement No: | 06-118 |
| Closing Date: | 31 July 2006 |
| Max Grade Authorized: | SSG/E-6 |
| Unit/Duty Location: | HHS(-) 2-300th FA, Sheridan, WY |
| Compatibility Criteria: | Upon selection, incumbent must possess or be eligible for assignment to MOS 13D. |
| Female Asg Elig: | Closed |
| Nominating Official: | 1LT Rory Williams, Administrative Officer |

2. This position is open to all active members of the Wyoming Army National Guard.

3. All applicants, to include current AGRs, need to submit the forms listed under the instructions for applying section to HRO. Must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical & physical standards. Must meet eligibility criteria as prescribed in Tables 2-1, 2-2, 2-3 and AR 135-18. Selected individual must become qualified in MOS **13D** within one (1) year of assignment.

4. A brief description of duties and responsibilities and the instructions on how to apply for this position are on the reverse side of this announcement.

Special Notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/mailed applications **WILL** be accepted to accommodate deployed members only.
- Do not submit applications in file folders, binders, etc...

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources Office Point of Contact:

2d Lt Jamie Tschacher, (307) 772-5205, email james.tschacher@wychevyang.af.mil

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Phone (307) 772-5205. Applications not containing the required forms will not be considered. Copies are acceptable.

- NGB Form 34-1: Application for Active Guard/Reserve (AGR) Position, must be signed.
- TAG WY Form 17: Individual Record of Weight Control/Progress dated within last 30 days.
- DA Form 5500-R: Body Fat Content Worksheet (if applicable)
- DA Form 2-1: Personnel Qualification Record
- NGB Form 23/23A: ARNG current Annual Retirement Points Accounting Statement.
- Standard Form 88: Report of Medical Examination
- Standard Form 93: Report of Medical History
- DA Form 705: Current Army Physical Fitness Score Card.
- Last 5 NCOERs/OERs: If less than 5, submit what you have. A letter of recommendation or performance from the applicant's military supervisor will be submitted on soldiers not requiring an NCO-ER/OER.
- Full length photograph in Class A Uniform taken within last 12 months.
- SF 181, Race and National Origin Identification Form (optional).
- A copy of college transcripts must be attached for any claimed college courses. Copies of certificates/diplomas for claimed related education must be attached.

BRIEF POSITION DESCRIPTION

Responsible for accomplishing the Commander's plans and programs to attain the Unit's training and mobilization objectives. Drafts training schedules for approval which comply with command guidance and directives. Maintains the Unit MOS Qualification training program. Advises enlisted military personnel on military education requirements and prepares applications for service schools and extension courses. Maintains records for these programs. Attends all unit training assemblies, additional training assemblies, and annual training assemblies providing assistance and guidance in the preparation for and execution of unit training. Prepares reports, correspondence and briefing materials related to training as required by the Readiness NCO, Commander, and higher headquarters. Performs other duties as assigned. Prepares and manages payroll and related documents, manages all unit files in accordance with the Army Recordkeeping and Information Management System, processes awards, promotions/ reductions and processes all other administrative actions, as applicable, for the battery. Performs duties in a traditional leadership position within the battery. Conducts physical training at least three times per week. Receives and issues orders.